

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk
LOCATION: 5th District Court - St. George
HIRING RANGE: 29 - 33/\$10.32 - 11.50
TYPE OF POSITION: Full-time, with benefits
CLOSING DATE: **September 6, 2005 at 5:00 pm**

DIRECT APPLICATIONS TO: Ray Burningham
Department of Workforce Services
162 N. 400 E., Building B
St. George, UT 84770
435-986-3595 (fax)
435-674-5627 (phone)

DUTIES: Under close supervision, performs clerical work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Maintaining jury rolls and performing other related jury duties
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions

MINIMUM QUALIFICATIONS: High school diploma or GED **plus** any combination of three years of higher education and/or clerical/customer service experience in an office environment. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required. Applicants must submit verification of typing speed at 40 wpm from www.typingtest.com or website of your choice.

APPLICATION INFORMATION: Applications may be obtained from the Administrative Office of the Courts, 450 S State, SLC, Dept of Workforce Services or online at: www.utcourts.gov

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.